

Operations

UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM)
LESSONS LEARNED PROGRAM (TC-LLP) AND AFTER ACTION REPORTING
(TC-AAR) SYSTEM

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Instruction establishes policy and procedures to manage the USTRANSCOM TC-LLP and TC-AAR system. It implements Chairman, Joint Chiefs of Staffs (CJCS) Instruction (CJCSI) 3150.25A, Joint Lessons Learned Program, and is applicable to USTRANSCOM, Scott AFB, Illinois and the Transportation Component Commands (TCCs). Send comments and suggested improvements to this instruction on Air Force (AF) Form 847, Recommendation for Change of Publication or equivalent service form, to USTRANSCOM/TCJ3-OPT, 508 Scott Drive, Scott AFB IL 62225-5357 or email inputs to the Program Coordinator, via the Joint Plans Division (TCJ3-OP) Homepage, located under the Operations and Logistics Directorate (TCJ3/J4) on the Secret Internet Protocol Router Network (SIPRNET). The use of a name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by USTRANSCOM. The TCCs are authorized to publish supplements and/or supporting directives to this instruction (furnish information copies to TCJ3-OPT).

SUMMARY OF REVISIONS

Incorporates major changes to CJCSI 3150.25A. The TC-LLP consists of the following types of reports: Summary, Lessons Learned, Observation, and Issue. These reports are written using the Windows Joint Instructional Input Program (WINJIIP) available on the TCJ3-OP SIPRNET website: <https://www.transcom.smil.mil/j3/op/julls.htm>

NOTE: Since this directive has been revised in its entirety, asterisks will not be used to identify revised material.

1. References and Supporting Information. References, related publications, abbreviations, acronyms, and terms used in this publication are listed in Attachment 1.

2. Procedures. Instruction defines procedures and assigns responsibilities for the TC-LLP and TC-AAR system.

2.1. TC-LLP is the established command process for collection and dissemination of observation, lessons learned, and issue (O/L/I) reports generated by individuals participating in operations, exercise, training events, and other sources.

2.2. The TC-AAR system is the process by which USTRANSCOM submits Joint After Action Reports (JAAR) to the Joint Center for Lessons Learned (JCLL).

3. Purpose: USTRANSCOM Lessons Learned Program (TC-LLP).

3.1. The TC-LLP provides a method for USTRANSCOM and TCCs to identify, capture, and share information collected as a result of operations, exercises, training events, and other sources for the purpose of evaluating and enhancing an organization's ability to accomplish warfighting tasks. The knowledge gained from previous lessons

learned should allow participants to avoid situations, techniques, or procedures that impede a warfighter or unit from performing its assigned task or mission. *Note:* All reports must be accomplished via the WINJIIP.

3.2. Types of Reports.

3.2.1. Observation Report. Documents a technique or circumstance that significantly impacted (positively or negatively) an operation or training event.

3.2.2. Lessons Learned Report. Documents a technique or work-around that enabled task accomplishment to standard.

3.2.3. Issue Report. Documents a shortcoming, deficiency, or problem identified during an operation or training event that precludes performance to standard.

3.2.4. Summary Report. Documents an official description of an operation or exercise detailing objectives, major participants, and limitations. It provides a general description of the objectives and documents those facts (i.e. date and location of deployment, force participants, unit specialties/capabilities, and special equipment/supplies deployed). It links to the Joint Mission Essential Task List (JMETL), operational objectives, or Universal Joint Task List (UJTL) in the report.

3.3. Report quality is critical in properly documenting events and issues observed before, during, and after an operation or exercise.

3.4. The TC-LLP consists of four principal components: user, input, process, and output.

3.4.1. User - an individual, organization, or agency that participates in, or is a recipient of, the TC-LLP. User(s) provide observations, lessons learned, and issues that are the beneficial focus of the program.

3.4.2. Input - observations, lessons learned, and issues are submitted by users providing the basis for the program. Inputs are transformed into after action reports (operational and exercise) and assessment (internal and external) that will aid commanders at all levels in accomplishing their wartime tasking. Inputs must meet one or more of the following criteria:

3.4.2.1. Provide innovative techniques/procedures that successfully accomplish tasks to overcome identified shortcomings in existing doctrine, policy, or procedure.

3.4.2.2. Provide established, external techniques/procedures of interest applicable to command systems, processes, or procedures that may assist with correcting revealed shortcomings in existing doctrine, policy, or procedures.

3.4.2.3. Contribute new information that enhances existing or experimental command techniques/procedures/systems, policy, or doctrine.

3.4.3. Process - how USTRANSCOM collects, analyzes, maintains, publishes, and distributes observation, lessons learned, and issue (O/L/I) reports in a timely manner to capture emerging/recurring trends and issues that may require corrective action or provide useful information to commanders.

3.4.4. Output - TC-LLP products are disseminated by Joint Staff, combatant/supporting commands, Services, and combat/support agencies to enhance joint warfighting.

3.5. Writing Instructions.

3.5.1. Each report must stand alone (i.e. separate database entry).

3.5.2. All acronyms and abbreviations must be spelled out first time used.

3.5.3 The title of each report will begin with the proper report type (i.e. Observation, Lessons Learned, or Issue).

3.5.4. Written reports must be constructed so they can be understood and properly interpreted by personnel from all commands and agencies.

3.5.5. All reports should be linked to task(s) identified from the current version of the JMETL or UJTL.

3.5.6. Submitted reports should contain a recommended disposition remark in the comments (paragraph 9) section of each report (i.e. tracked or non-tracked and the Office of Primary Responsibility).

3.6. The USTRANSCOM Remedial Action Program Working Group (TC-RAP WG) and Senior Officer Steering Group (SOSG) will address all observation, lessons learned, and issue reports submitted and make recommendations for disposition of each.

3.7. Sample of reports can be found in CJCSI 3150.25A.

4. USTRANSCOM After-Action Report (TC-AAR) System

4.1. The TC-AAR system includes summary, lessons learned, observation, and issue reports detailing significant events and issues observed before, during, and after an operation or exercise. Once the TC-AAR is staffed and approved, it becomes a JAAR, which is forwarded to the JCLL for final disposition.

4.2. JAARs must arrive at the JCLL within 90 days after completion of an operation and all CJCS- and CINC-sponsored exercises identified by Joint Staff message. Operations or exercises exceeding 180 days require an interim JAAR detailing the first 180 days. Every 180 days thereafter, subsequent JAARs are required for the remainder of the operation or exercise.

4.3. Report quality is critical in properly documenting events and issues observed before, during, and after an operation or exercise.

4.4. Writing Instructions.

4.4.1. Each report must stand alone (i.e. separate database entry).

4.4.2. All acronyms and abbreviations must be spelled out first time used.

4.4.3. Written reports must be constructed so they can be understood and properly interpreted by personnel from all commands and agencies.

4.4.4. All reports should be linked to task(s) identified from the current version of the UJTL.

WILLIAM WELSER III
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Director, Operations and Logistics

Attachment:
Glossary of References and Supporting Information

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Chairman, Joint Chiefs of Staff Instruction (CJCSI) 3150.25A, Joint Lessons Learned Program

Chairman, Joint Chiefs of Staff Instruction (CJCSI) 3150.01A, CJCS Remedial Action Program

USTRANSCOM Instruction 10-10, USTRANSCOM Remedial Action Program (TC-RAP)

Abbreviations and Acronyms

AF - Air Force

AFB - Air Force Base

CINC - Commander in Chief

CJCS - Chairman Joint Chiefs of Staff

CJCSI - Chairman Joint Chiefs of Staff Instruction

JAAR - Joint After Action Report

JCLL - Joint Center for Lessons Learned

JLLP - Joint Lessons Learned Program

JMETL - Joint Mission Essential Task List

SIPRNET - Secret Internet Protocol Router Network

TC-AAR - USTRANSCOM After Action Report

TCC - Transportation Component Command

TCJ3/4 - Operations and Logistics Directorate

TCJ3-OP - Joint Plans Division

TCJ3-OPT - Joint Plans Division, Training and Readiness Branch

TC-LLP - USTRANSCOM Lessons Learned Program

TC-RAP - USTRANSCOM Remedial Action Program

UJTL - Universal Joint Task List

USTRANSCOM - United States Transportation Command

USTRANSCOMI - USTRANSCOM Instruction

WINJIIP - Windows Joint Instructional Input Program